

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington, DC 20350-2000

OPNAVINST 1440.2  
OP-09N  
29 June 1990

OPNAV INSTRUCTION 1440.2

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** APPLICATION FOR ACCESSION  
TO THE MASTER-AT-ARMS (MA)  
RATING

**Ref:** (a) OPNAVINST 1440.1A  
(b) BUPERSINST 4430.16C  
(c) OPNAVINST 5510.1H  
(d) OPNAVINST 6110.1D

**Encl:** (1) Example of Commanding Officer's  
Endorsement  
(2) Example of E-3--MA RATING  
APPLICATION

**1. Purpose.** To provide procedures for accession to the MA rating by E-3 personnel on active duty.

**2. Background**

a. The MA rating was established to provide commanding officers with specially trained petty officers to assist in maintaining good order and discipline and to train personnel of other ratings assigned to law enforcement and security. MAs enforce appropriate orders and regulations, make apprehensions, conduct investigations and interrogations, and prepare required records and reports. MAs occupy key managerial and supervisory positions as part of the Navy Security Force. MAs develop security and base defense plans and play a key part in antiterrorism defense.

b. Reference (a) provides procedures for conversion to the MA rating for active duty and Naval Reserve personnel not on active duty.

**3. Policy**

a. Commander, Naval Investigative Service Command (COMNISCOM) will review requests for accession to the MA rating. Each applicant's motivation, qualifications and potential to succeed as an MA will be considered, as well as the needs of the Navy and the need for additional MAs. Service needs will take precedence.

b. All eligible personnel may apply to become an MA. Applications will be submitted to COMNISCOM(NISCOM 24), Washington, DC 20388-5024, via the commanding officer, using the format provided in enclosures (1) and (2). All areas of the application must be completed. COMNISCOM will review applications for eligibility and accuracy, and will acknowledge receipt of requests.

c. Selectees will advance from Seaman (SN) to MA3 upon successful completion of MA "A" school. There will be no Master-At-Arms Seaman (MASN).

d. Selectees will be designated "prospective MAs" and assigned Naval Enlisted Classification (NEC) 2099 until completing MA "A" school. NEC 2099 will be used for detailing personnel.

e. Orders for duty in an MA billet will be negotiated and forwarded, by the MA detailee, to personnel while attending MA "A" school. All members will execute an Administrative Remarks (NAVPERS 1070/613), page 13 entry stating that they understand that failure to successfully complete the required training or failure to obligate service for at least 36 months upon completion of MA training will result in cancellation of their orders and preclude accession.

f. Current Projected Rotation Dates (PRD) of individuals selected may be adjusted.



0579-LD-055-1010

g. This instruction is for SN only. Reference (a) covers conversion to the MA rating by personnel in paygrades E-4 through E-6.

#### 4. Eligibility Requirements

a. Be an undesignated SN eligible for E-4. Designated SN, "A" school graduates or individuals who take another rating advancement exam are excluded from accession to the MA rating and must comply with conversion procedures outlined in reference (a).

b. Have completed the requirements for advancement to PO3/MA3 per reference (b) with the exception of Personnel Advancement Requirements (PAR) which will be part of the MA "A" school course of instruction.

c. Be a high school graduate or possess a general education development equivalent.

d. Have a minimum General Classification Test/Arithmetic (GCT/ARI) (Work/Arithmetic) of 100. (A minimum of 45 is required for GCT or ARI). Waivers may be granted on a case-by-case basis for total score but not for minimum score of 45 in either area.

e. Have a good working knowledge of the spoken and written English language. Typing ability is desired but not required.

f. Be a United States citizen.

g. Meet eligibility criteria for assignment to sensitive duties and/or access to classified information per reference (c). (Note: EXH22C, Drug Abuse Mitigating Factors 2, 3, and 4 do not apply). A current OPNAV 5520/20 (Rev 10-79), Certificate of Personnel Security Investigation, Clearance and Access, must be completed and filed in the service record.

h. Be in good physical condition, capable of sustained exertion, meet body fat standards, and be fit for full duty. Must achieve a score of

"satisfactory" or better on the Navy Physical Readiness test per reference (d).

i. Have no record of conviction by court-martial, non-judicial punishment or civil court for any offense other than minor traffic violations within the past 24 months. (Note: Driving under the influence of alcohol and/or illicit drugs are major traffic offenses).

j. Be recommended by members of the individual's command Professional Development Board. The Professional Development Board will have one of the following personnel as a member: Limited Duty Officer (649X), Chief Warrant Officer (749X), Master-At-Arms Master Chief, or Master-At-Arms Senior Chief. If one of the above personnel is not assigned to the command, the requirement can be fulfilled by an individual from another command.

k. Be interviewed and recommended by the commanding officer in a formal letter of endorsement. Commanding officers shall obtain the results of a review of the applicant's health record by competent medical authority. Based on that review, the commanding officer shall state in the forwarding endorsement whether the applicant is physically qualified and verify the current body fat percentage. The commanding officer's forwarding endorsement shall also contain comments relative to the applicant's motivation and qualifications for accession into the rating.

l. Have a minimum of 36 months obligated service remaining on current enlistment from date of completion of MA "A" school.

m. Be within one-year of completing present minimum activity tour or Department of Defense area tour, as appropriate. A waiver of this requirement will only be considered if the command agrees to send the individual through MA training temporary additional duty (TAD) on a returnable quota and if the command has an open MA billet. That situation must be addressed in the commanding officer's endorsement.

n. Possess a valid motor vehicle operator's license.

o. Have tested negative in a drug screening test within 30 days of the date of the application.

p. Waivers of eligibility criteria will not normally be granted. However, any waiver request must have the commanding officer's supporting endorsement.

#### 5. Action

a. Eligible personnel desiring accession to the MA rating should submit documents in the following order:

(1) Commanding officer's endorsement. A formal letter using the format contained in enclosure (1) and including the information requested in paragraph 4k. "By direction" signatures are not acceptable.

(2) Completed application form using the format in enclosure (2).

(3) Enlisted Personnel Action Request (NAVPERS 1306/7).

(4) Current photographs. Full front and left side profile with a solid background, taken in service dress (blue or white) uniform. A title board will be placed at the person's left foot for identification. The board must include last name, first and middle initials, social security number and the date of the photographs.

(5) Copy of OPNAV 5520/20, (Rev 10-79) Certificate of Personnel Security Investigation, Clearance and Access.

b. COMNISCOM will approve or disapprove accession requests within two weeks of the date received. Selectees/non selectees will be notified by message or letter from NISCOM 24. All inquiries concerning accession to the MA rating should be addressed to COMNISCOM(NISCOM 24). Inquiries regarding assignment upon

accession should be specifically addressed to Commander, Naval Military Personnel Command (NMPC- 405C).

6. **Forms.** The following forms may be obtained through normal supply channels following NAVSUP P2002, Navy Stock List of Publications and Forms:

a. NAVPERS 1306/7 (Rev 4-86), Enlisted Personnel Action Request, S/N 0106-LF-013-0637.

b. OPNAV 5520/20 (Rev 10-79), Certificate of Personnel Security Investigation, Clearance and Access, S/N 0107-LF-055-2101.

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JUN 29 1980

EXAMPLE OF COMMANDING OFFICER'S ENDORSEMENT

(SSIC)

(DATE)

## FIRST ENDORSEMENT ON

From: Commanding Officer, \_\_\_\_\_  
To: Commander, Naval Investigative Service Command (NISCOM 24)

Subj: APPLICATION FOR ACCESSION TO THE MASTER-AT-ARMS RATING  
IN THE CASE OF \_\_\_\_\_

Ref: (a) OPNAVINST 1440.2

1. In accordance with reference (a), forwarded, recommending approval/disapproval). Applicant is/is not eligible in all respects. Required application has been reviewed for accuracy.

2. (This paragraph should contain a review of the applicant's health record and state whether the applicant is physically qualified and verify current body fat percentage per paragraph 4k).

3. (This and subsequent paragraphs should include up-to-date information on past and current performance, member's potential to perform as a permanent Master-at-Arms, academic ability, general attitude and motivation, and appearance. Special care should be given to this evaluation because of the future command relationship selectees will have on a permanent basis).

4. I would (particularly desire/agree/not desire) to have applicant serving in my security department or Master-at-Arms force.

s/Commanding Officer

Copy to:  
Applicant

Enclosure (1)

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E-3--MA RATING APPLICATION

(DATE: \_\_\_\_\_)

## PRIVACY ACT STATEMENT

a. Authority: 5 U.S.C. 301, Departmental Regulations and E.O. 9397.

b. Purpose: The principal purpose of collecting this information is to identify your personal qualifications and skills applicable to the law enforcement occupational field for accession to and assignment within the Master-at-Arms (MA) rating.

c. Routine Uses: This information will be used to evaluate your potential to become a Master-at-Arms.

d. Voluntary vs. Mandatory: Providing the information is voluntary, however, failure to provide may result in disapproval of your request.

## APPLICANT INFORMATION

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

DATE OF ENLISTMENT: \_\_\_\_\_ DATE OF RATE: \_\_\_\_\_

## APPLICANT'S ELIGIBILITY REQUIREMENTS PER OPNAVINST 1440.2

- |   | YES   | NO                |
|---|-------|-------------------|
| (1) ELIGIBLE FOR PAYGRADE E-4:  | _____ | _____             |
| (2) COMPLETED MA3 and MA2<br>CORRESPONDENCE COURSE:                       | _____ | _____             |
| (3) HIGH SCHOOL GRAD OR GED EQUIVALENT:                                   | _____ | _____             |
| (4) GCT/ARI OF 100 (MIN OF 45 IN EITHER<br>AREA) (WAIVER MAY BE GRANTED): | _____ | _____ ( _SCORE_ ) |
| (5) GOOD WORKING KNOWLEDGE OF SPOKEN AND<br>WRITTEN ENGLISH:              | _____ | _____             |
| (6) UNITED STATES CITIZEN:  | _____ | _____             |

Enclosure (2)

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	YES	NO
(7) OPNAV 5520/20 (REV 10-79) COMPLETED AND MEMBER CAN HOLD AT LEAST SECRET CLEARANCE IF REQUIRED:	_____	_____
(8) GOOD PHYSICAL CONDITION/FIT FOR FULL DUTY/MEETS BODY FAT STANDARDS:	_____	_____
(9) CLEAN MILITARY AND CIVILIAN RECORD FOR PAST 24 MONTHS OTHER THAN MINOR TRAFFIC OFFENSES:	_____	_____
(10) MEET MINIMUM ACTIVITY TOUR/ DOD AREA FOUR REQUIREMENT OR ELECT TO SEND TAD ON A RETURNABLE QUOTA:	_____	_____
(11) POSSESS A VALID MOTOR VEHICLE OPERATOR'S LICENSE:	_____	_____
(12) TESTED NEGATIVE IN LAST 30 DAYS ON DRUG SCREENING TEST:	_____	_____
(13) WILL OBLIGATE FOR A MINIMUM OF 36 MONTHS, IF REQUIRED (APPLICANT TO SIGN):	_____	_____

SIGNATURE \_\_\_\_\_

PROFESSIONAL DEVELOPMENT BOARD RESULTS PER OPNAVINST 1440.2

DATE OF BOARD: \_\_\_\_\_ LOCATION OF BOARD: \_\_\_\_\_

BOARD MEMBERS (NAME/RATE-RATING): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

BRIEF COMMENTS OF BOARD: \_\_\_\_\_

\_\_\_\_\_

BOARD RECOMMENDATION: APPLICANT (SHOULD)/(SHOULD NOT) BE ALLOWED INTO THE MA RATING.

SENIOR BOARD MEMBER SIGNATURE: \_\_\_\_\_